**Dismissal Protocol**

**Unfortunately, there may be a time when the group must fire a group member. The following are valid reasons for firing that individual.**

1. Failing to contribute an equal share to group endeavors; failing to provide your group with the agreed upon portion of your assignment in proper form, content and length, free of spelling, punctuation and grammatical errors.
2. Failing to communicate appropriately and effectively with group members.
3. Failing to attend agreed upon group meetings. Being on-time and attending all group meetings is mandatory!
4. Failing to work cohesively and effectively with other group members.
5. Gossiping about other group members.
6. Consistently displaying a negative attitude regarding other members of the assigned group or group assignment, or working negatively against another group such as sabotage or tampering with another group’s work.
7. Missing an agreed upon deadline.

It is the group’s responsibility to work together in an effective manner using proper and competent communication skills. If a group feels that an individual group member is chronically causing a problem and impeding the creative process, then it is within the group’s purview to fire that individual from the group project.

If such an instance is to be warranted, the group must complete the following procedures:

1. Memo the offending group member via email each time the aforementioned criteria is violated. This memo must use “facts” of someone’s offending behavior and not attack the individual. **A copy must be sent to XXXXXXXX to make the memo valid (CC teacher on the email).**
2. The offending group member must respond to each memo via email within one day.
3. After two warnings (memos) the group will meet privately with XXXXXXXX to discuss the situation.
4. After listening to both sides, if XXXXXX feels that the problems stated in the memo were valid, the offending group member will be put on probation.
5. If the group member on probation receives another memo from the group, the group members will be terminated from the group and receive a grade of “F” for the assignment and/or will have to complete the assignment individually (depending on time in which violation occurs).

This policy is not intended to create problems; rather it is designed to protect the group and the group’s projects from individual abuse. If there is an internal problem within a specific group, XXXXX desires that it be handled professionally by the group. Therefore, the group’s problems must be kept private from other class members so as not to encourage gossip. This procedure is to be used when all other attempts to encourage group participation have been exhausted and should be a last ditch effort to encourage all members of the group to work in a cohesive manner. It is entirely up to the group when and if, to employ this procedure.

It is also to be known that when a group is found unnecessarily subjecting an individual member to this procedure, or using this procedure to intimidate a group member because they are “different” or not susceptible to the “group-think,” then the entire group will suffer point loss on their final project.